

19 November 1951

MEMORANDUM FOR: Deputy Assistant Director, Current Intelligence
FROM : Chief, Intelligence Staff
SUBJECT : Survey of O/CI Training Activities
REFERENCE : O/Tr Request of 17 October 1951

I. Following is a survey of O/CI non-O/Tr training activities, as requested in the memorandum under reference.

1. Area training.

- a) O/CI policy provides that intelligence officers will visit their geographic areas for familiarization or refresher training. Selection of travelers is based on the responsibilities of the individual, the interval of elapsed time since his last visit to the area, and the value which will accrue to O/CI production, and is limited by available funds and the possible disruption of O/CI production resulting from absences. (OCI Notice 51-1, 5 Nov 51). Three such trips have already been accomplished, and six more are authorized for the remainder of the fiscal year 1952. The duration of these trips is from one to two months, depending on the geographical area of responsibility of the traveler. (See Tab A for details).
- b) Two additional intelligence officers have attended conferences held in their areas, both for training and for reporting purposes. The same selection standards and limiting factors obtain in this latter type as outlined in para. a) (See Tab B for details)
- c) Two O/CI intelligence officers have attended six weeks seminars held on their areas at universities in this country. A third is scheduled to participate in a conference of particular area interest to be held in this country in the near future (See Tab C for details).

2. Intelligence methods and techniques.

- a) At the time O/CI was established, an orientation and

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training course, given by O/CI, was attended by 82 employees who were new in the Special Center. Nine instructors presented lectures on O/CI's organization, mission and functions, and on the specialized research techniques and source exploitation of the Office. Five hour-long lectures were given weekly until each employee had heard all lectures. (See Tab D for lecture schedule).

- b) A second more detailed and intensive course in source evaluation and exploitation is now being initiated. It will consist of three one-hour periods during which time six instructors will deal in greater detail with specialized research and reporting techniques utilized in O/CI. The course will be required for all O/CI intelligence officers and will be repeated until all appropriate O/CI members have attended.
- c) Two trips for staff members are envisaged for this fiscal year, their purpose being additional training in the evaluation and exploitation of certain especially sensitive sources. The trips will be approximately two months in duration and will encompass a part, though not all, of the traveler's geographic area of responsibility. It is planned that similar trips will be authorized in the future as staff personnel reach the appropriate level of responsibility.

3. Language training.

- a) Eight O/CI members are now taking or have recently completed language courses, five basic and three intermediate, which were originally requested by O/CI, rather than being offered by O/Tr. However, all were arranged for and paid for by the Agency. (See Tab E for details).

4. Administrative training.

None.

5. Specific on-the-job training.

- a) A series of lectures designed to give all intelligence officers background knowledge of areas other than their own is in the planning stage at present. These lectures

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will be given by two or three briefers, and will be required for all O/CI analysts originally, and for new analysts as they enter on duty.

- b) Bi-weekly thirty-minute briefings are now conducted each week, designed to keep each analyst abreast of important developments and situations throughout the world.
- c) Negotiations are now in progress for the establishment of exchange programs with the State Department's Foreign Service, and with O/SO, whereby O/CI analysts can gain additional knowledge of their areas and actual experience in collection to assist them in their evaluation of sources. The scope, duration and frequency of these programs cannot yet be judged. They will be limited by the number of O/CI analysts who can be spared for rotation without disruption of O/CI production, and by the ability of the Foreign Service and O/SO to absorb such programs.

II. To date O/CI has not engaged in any program for providing additional adequately trained professional level administrative officer personnel. However, it is hoped that such a program can be initiated in the near future.

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